

REVISED 9/15/06 – due to IAFF mandated changes to the CPAT process. Please review the revised information concerning the Candidate Physical Ability Orientation and timed practice runs for CPAT.

2006 FIREFIGHTER RECRUIT TESTING PROCESS

The City of Tempe will be testing for Firefighter Recruit in October of 2006. The following information provides an outline for the 2006 testing process:

- For each phase of the testing process, please allow sufficient time for travel and parking, as applicants who are late (i.e., arrive after their actual testing time has begun) will **not** be allowed to test.
- All applicants will be required to show a photo ID, such as a state photo ID (i.e., driver's license or State ID card), federal photo ID (i.e., passport or visa), military photo ID, or school photo ID **before** participating in each testing process.
- The number and dates of test sessions or selection interviews to be conducted are directly related to the number of candidates at each phase of testing or interview. Candidates are **not** permitted to reschedule or trade their assigned test sessions or assigned interview.

Please continue to check this page for updated information.

RECRUITMENT OPENS: Monday, October 2, 2006, at 7:30 a.m. (Arizona time)
RECRUITMENT CLOSSES: Friday, October 6, 2006, at 5:00 p.m. (Arizona time)

Application packets will be available in the Human Resources Office (20 E. 6th Street) or on our website (<http://www.tempe.gov/hrrec/jobs.htm>) beginning Monday, October 2, 2006.

Applications cannot be submitted on-line. Any internet provider can be used to access applicant information at the listed web address. If needed, internet access is available at the Tempe Public Library, 3500 S. Rural Road. This service is FREE of charge with a Tempe Public Library card.

Applications must be physically received in the City of Tempe Human Resources Office (20 E. 6th Street) by 5:00 p.m., Arizona time, Friday, October 6, 2006. Applications may be dropped off at the Pyle Adult Recreation Center (655 E. Southern Avenue – SW corner of Rural Rd. and Southern Ave.) between 8:00 a.m. and 5:00 p.m. on Thursday, October 5, 2006 **only**. Applications will not be accepted via fax or e-mail. Applications will not be accepted after the closing date and time. The **first** 2500 applications received will be accepted. Those who submit an incomplete application will **not** be invited to test.

In-State candidates **must** submit their applications in person to the City of Tempe Human Resources office or the Pyle Adult Recreation Center as listed above. You may designate someone to drop off your application for you, however, postal services such as UPS or FedEx are not acceptable. **Applicants submitting internet applications will need to allow sufficient time when dropping off their application to fill out an applicant data scan**

sheet. Testing information, including assigned testing time, will be given to qualified candidates as they drop off their application. Applications mailed or dropped in the application drop box outside of the Human Resources Department will **not** be accepted.

Out-of-State candidates may mail their application. Mail applications to: City of Tempe Human Resources Department, PO Box 5002, Tempe, AZ., 85280. If submitting your application in person, submit to the City of Tempe Human Resources Office (20 E. 6th Street, Tempe, AZ., 85281). Testing information, including assigned testing time, will be mailed to qualified candidates at the address listed on their application. Mailed applications must be physically received by 5:00 p.m., Arizona time, Friday, October 6, 2006. Postmarks will **not** be accepted. Applications dropped in the drop box outside of the Human Resources Department will **not** be accepted. *NOTE:* The City of Tempe will **not** be responsible for lost or delayed mail.

PREFERENCE POINTS: According to Arizona Revised Statute (ARS) 38-492, preference points are awarded on an initial scored exam (the Firefighter Recruit Written Exam) to qualified applicants. Preference points shall be added to the grade earned by the qualified applicant on the Written Exam, but only if such individual earns a passing grade without preference. To qualify for preference points, applicants must submit the required documentation with the application or to the Human Resources office by Friday, October 6, 2006, labeled for Firefighter Recruit testing.

WRITTEN EXAM INVITATIONS: At the time of application, those who indicate on the application that they are both 18 years of age and have a high school diploma or G.E.D. by the closing date (Friday, October 6, 2006) will be scheduled for a Written Exam test session, and will receive additional information, including information on the Written Exam site and CPAT Orientation. The Written Exam sessions will be conducted on Monday, October 30, 2006.

If you are invited to a testing process and might require reasonable accommodation to participate due to a disability, please contact the Human Resources office at (480) 350-8278 for a Reasonable Accommodation Request form. The Request form must be completed and returned to Human Resources by Friday, October 20, 2006 and labeled for Firefighter Recruit Testing.

TEMPE FIRE DEPARTMENT ORIENTATION:

DATE AND TIMES: Saturday, October 7, 2006,
 Session Times Assigned (see below)

LOCATION: Tempe/APS Joint Fire Training Center
 1340 E. University Drive, Tempe, AZ

The orientation sessions will include an overview of the Tempe Fire Department, job duties and responsibilities and a question and answer session with Fire Department staff. Registration is required to attend this orientation. Interested individuals can register by calling (480) 858-7255 between October 2, 2006 and October 5, 2006.

WRITTEN EXAM:

DATE AND TIMES: Monday, October 30, 2006, Session Times To Be Determined

The Written Exam consists of 128 multiple-choice questions measuring reading, math, interpersonal skills, teamwork and mechanical aptitude. It is a standardized test and copies will not be available for review. This Written Exam DOES NOT have a "Candidate Preparation Manual" associated with it.

Candidates will be notified by mail on the results of the Written Exam. In addition, results will be posted on our web site and at the Human Resources Office. Candidates will receive specific posting information at the time of application. Candidates selected to participate in the selection interview portion of the process will be notified by mail and provided with contact information.

CANDIDATE PHYSICAL ABILITY TEST (CPAT) ORIENTATION:

DATE: Thursday, November 30 and Friday, December 1, 2006
Session Times To Be Determined

The CPAT Orientation will be conducted to give applicants an overview of the CPAT, and an opportunity to learn basic exercise concepts, watch a CPAT video, practice individual test tasks, and receive physical training tips. The class does not include an opportunity to experience the entire course from start to finish. Participation in the CPAT Orientation is **mandatory** to continue on in the recruitment process unless a Candidate Physical Ability Test Orientation Waiver Form is completed and returned to Human Resources. Registration is required. Candidates will receive registration information, as well as a waiver form, if invited to participate in the selection interview.

SELECTION INTERVIEWS:

DATES AND TIMES: December 4 – 20, 2006
Times To Be Announced

LOCATION: Tempe/APS Joint Fire Training Center
1340 E. University Drive, Tempe, AZ

Oral board panels consisting of sworn Fire personnel and a Human Resources representative will conduct selection interviews. Candidates forwarded on in the process will receive a second interview.

CANDIDATE PHYSICAL ABILITY TEST TIMED PRACTICE RUNS:

DATE: January 5 & 6, 2007

Two **mandatory** timed practice runs of the CPAT course will be administered to candidates selected to participate in second interviews. The two timed practice runs provide candidates with the opportunity to run the entire course from start to finish. Candidates will participate in one timed practice run per day. It is mandatory that candidates attend both days to continue on in the recruitment process unless a CPAT Timed Practice Run Waiver Form is signed and returned to Human Resources. Candidates will receive additional information if invited to participate in second interviews.

SECOND INTERVIEWS:

DATE AND TIMES: January 22 – 30, 2007
Times To Be Announced

Second interviews are conducted by the Fire Chief, Assistant Fire Chief, a Battalion Chief and an IAFF union representative. Candidates forwarded on in the process will be invited to participate in the Candidate Physical Ability Test (CPAT).

CANDIDATE PHYSICAL ABILITY TEST:

DATE AND TIMES: Tuesday, February 6, 2007
Times To Be Announced

The Candidate Physical Ability Test (CPAT) is a standardized physical ability test developed by the International Association of Fire Chiefs and the International Association of Firefighters and adopted by the Tempe Fire Department. The test is designed to identify individuals who have the physical ability to perform the essential functions of a Firefighter. The test consists of eight separate job related physical tasks performed in a continuous sequence and is pass/fail. CPAT results from other tests will **not** be accepted.

Candidates will be immediately notified of their status upon completion of their CPAT.

NAMES AND ADDRESS CHANGES: It is important to keep your contact information up-to-date. Information on file will be used to contact candidates throughout the 2006 Firefighter Recruit Testing Process. Candidates may change their name, address, and telephone numbers on record at any time by calling (480) 350-8278.

NOTE: The City of Tempe will not be responsible for lost or delayed mail at any stage of the 2006 Firefighter Recruit Testing Process.